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PURCHASING USER MANUAL

PURCHASING AND REQUISITION REPORTS

INTRODUCTION

Users can choose from several reports on the **Reports** screen:

- **Purchasing Report**
- **Audit Report**
- **DOP Delegated Report**
- **Encumbrance Report**
- **Grant Report**
- **Project Report**
- **User Report**

In general, each report will have several criteria to select from and can be generated in a three different file formats – PDF, text, or .csv. Audit reports and reports with additional fiscal coding details are available only in PDF.

PURCHASE ORDER OR REQUISITION REPORT

There are 35 criteria to choose from to run a Purchase Order or Requisition report. They are grouped by criteria that you can select from drop down menus or criteria that you can enter. The report will print Purchase Order or Requisition line items that include the criteria you choose.

1. Select or enter the criteria needed for the report.
2. Check the **Show Item Detail (PDF) Only** check box to print the fiscal coding details of each line item.
3. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in PDF, text, or comma separated value (CSV) format.

Figure 1 - Purchase Order or Requisition report

The screenshot shows the 'Requisition Report' form. At the top, it says 'Choose Report Criteria' and 'Requisition Report' with a 'Report Menu' button. The form contains several sections of input fields: 1. A row of dropdowns for TC, Index, PCA, Encumb, Grant, Project, and Fund. 2. A row of dropdowns for PO Status, Req Status, and Item Status. 3. A row of dropdowns for PO Dept and WorkFlow. 4. Two rows for date ranges: 'PO Create Range' and 'Request Range', each with a 'None' dropdown and 'to' date fields. 5. Two sections for vendor information, each with fields for PO#, Invoice#, Vendor #, Sfx, Name, Bus Name, Address, City, State, and Doc. 6. A checkbox for 'Show Item Detail (PDF only)'. At the bottom, there are buttons for 'PDF Report', 'TXT Report', 'CSV Report', and 'Reset'.

AUDIT REPORT

The Purchase Order Audit Report uses the same criteria as the Purchase Order report (see above), but is generated in PDF format only.

The Requisition Audit Report criteria are:

- **Requisition #.**
- **Date Range** – either select a pre-defined range or enter a date range.
- **TC** – transaction code.
- **Index** – a specific Index code
- **PCA** – a specific PCA code.
- **Department** (if the agency has created Requisition Departments).
- **Workflow** – the requisition workflows created by the agency.

Figure 2 – Requisition Audit report

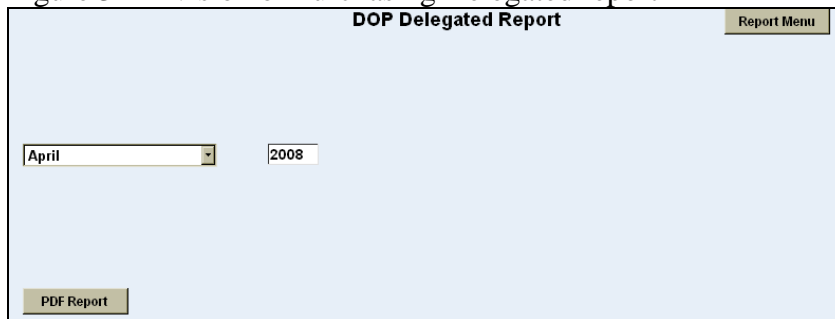
The screenshot shows the 'Requisition Audit Report' form. It has a 'Choose Report Criteria' header and an 'Audit Report' title with a 'Report Menu' button. The form includes: 1. A 'Requisition #' field. 2. A 'Date Range' section with a 'None' dropdown and 'to' date fields. 3. A row of dropdowns for TC (set to 'All'), Index, and PCA. 4. A row of dropdowns for Dept and WF. 5. A note about 'Searchable Fields' and wildcards. At the bottom, there are buttons for 'PDF Report' and 'Reset'.

DOP (DIVISION OF PURCHASING) DELEGATED REPORT

Select the month and enter the year and then click **PDF Report**.

The report will display line items that have fiscal coding completed, are not voided, are part of a purchase order, and have amounts greater than or equal to the agency delegated amount. The agency **Delegated Amount** must be set up on the **Agency** screen in the **Administration** menu. The **Delegated Amount** is the amount that the Department of Administration has granted to an agency for purchases exceeding \$5,000 and not available on statewide contracts. See the Department of Administration's [Purchasing Reference Guide](#) for more details.

Figure 3 - Division of Purchasing Delegated report



The bottom of the PDF report will include the following statement:

This monthly report is to be submitted for all agency purchases pursuant to its delegated authority. It shall include all commodity purchases between the listed minimums and the agency's delegated purchasing limit.

Do not include any purchase from State Contracts, Division of Purchasing issued Purchase Orders, or Division of Purchasing EPA's (Emergency Purchasing Authority) or SSA's (Sole Source Authorization).

Include all commodity and general services purchases greater than \$5,000 and all authorized Departmental EPA's (regardless of dollar amount including noncompetitive professional or consulting services of less than \$50,000, or IT services less than \$50,000)

*Non-Competitive Codes:

IT (Information Technology Services) P&C (Professional or Consulting Services), DEPA (Department issued Emergency Purchasing Authority) CI (Correctional Industries), FED (Federal) S&L GOV (State or Local Government), IACRP (Idaho Association of Community Rehabilitation Program), Exempt (attach explanation)

ENCUMBRANCE, GRANT, OR PROJECT REPORT

These reports display the current balance of a Grant, Project, or Encumbrance. The report takes the STARS balance and adds or subtracts the amount that is in Purchasing and Payment Services based on the Transaction Code.

The selectable report criteria are the same for the Encumbrance, Grant, or Project reports. These include:

- **Date Range** – either select a pre-defined range or enter a date range.
- **Date** – Enter or select a specific date
- **TC** – Transaction code.
- **Index** – A specific Index code
- **PCA** – A specific PCA code.
- **Encumbrance** and **Sfx** - Encumbrance and Encumbrance Suffix.
- **Grant** and **Phs** - Grant and Grant Phase.
- **Project** and **Phs** – Project and Project Phase

Each report is generated in PDF format only.

Figure 4 - Encumbrance, Grant, or Project report

The screenshot shows a web-based form for generating reports. At the top, there is a 'Date Range' section with a dropdown menu set to 'None', followed by 'to' and a date input field. Below this is a 'Date' input field with a calendar icon. The next row contains three dropdown menus: 'TC' set to 'All', 'Index', and 'PCA'. A large, light-blue rectangular box contains three rows of input fields: 'Encumbrance' followed by 'Sfx', 'Grant' followed by 'Phs', and 'Project' followed by 'Phs'. At the bottom left of the form is a 'PDF Report' button, and at the bottom right is a 'Reset' button.